

**State of Illinois
Department of Central Management Services
Bureau of Personnel
Springfield, Illinois 62706**

Supplementary Examination Announcement

OFFICE CLERK - 30020

Monthly Salary Range: \$2636 - \$3557

Option 1 - General	Option SS1 - Spanish Speaking (General)
Option 2 - Typing	Option SS2 - Spanish Speaking (Typing)
Option 5 - Mail & Messenger	Option CH1 – Chinese Speaking (General)
Select options of your choice.	Option CH2 – Chinese Speaking (Typing)

General duties: An Office Clerk performs clerical filing, document processing and general office support functions; work performed at this level is controlled by established work methods and procedures; operates common office equipment in fulfilling clerical tasks; receives, sorts and/or processes mail, papers, tapes or other documents; weighs, stamps and/or distributes to appropriate destination; may transport mail or other documents by automobile.

Desirable training and experience: Completion of four years of high school; or equivalent training and experience.

SPECIAL REQUIREMENT: Some positions may require possession of an appropriate valid driver's license. (Agency checks)

Knowledges tested for Options 1, 2, CH1, CH2, SS1, and SS2: Reading Comprehension; Alphabetical Filing; Numeric & Alphanumeric Filing; English Usage; Mathematics; Interpersonal Skills.

Knowledges tested for Option 5: Alphabetical Filing; Defensive Driving; Name and Number Checking; Written Instructions.

(Continued on reverse side)

EXAMINATION SCHEDULE (EXCEPT FOR STATE HOLIDAYS)

Examinations may be cancelled without further notice as needs are met.

FLEXIBLE SCHEDULE TESTING:

CHICAGO: James R. Thompson Center, 100 W. Randolph, Suite 3-300, Chicago, IL 60601:

Monday, Tuesday, Wednesday and Thursday between the hours of 8:00 a.m. – 1:30 p.m.

SPRINGFIELD: Capitol City Center, 130 W. Mason Street, Springfield, IL 62702:

Monday, Tuesday, Wednesday and Thursday between the hours of 8:00 a.m. – 2:00 p.m.

BY APPOINTMENT ONLY:

CHAMPAIGN: State Regional Office Bldg., 2125 South First St., Telephone 217/278-3435

MARION: State Regional Office Bldg., 2309 West Main Street, Suite 126, Telephone 618/993-7005

ROCKFORD: E.J. "Zeke" Giorgi Center, 200 South Wyman, Telephone 815/987-7004

ILLINOIS BELL RELAY FOR BOTH LOCATIONS: (voice user) 800/526-0857 (TTY user) 800/526-0844

AN EQUAL OPPORTUNITY EMPLOYER

2-3-03 K opt 1, 11-25-96 opt 5K, (RC-014-04B) Salary 4-1-16, Counties Updated 1-10-14,
Removed MC & SS5 Options 4-19-10, Added CH2 Option 7-9-13, County change 8/16/17, County change
7/12/19, Counties Updated 10/11/19, Counties Updated 11/08/19, Counties Updated 12/3/19; County updated
12/27/19

Tests and Weights: Automated multiple-choice test 100%. Applicants for Options 2 and SS2 will be required to qualify in a typing performance test. The performance test requires the ability to type from copy at a minimum net rate of 30 words per minute.

****NOTE:** PER THE PERSONNEL RULES AN APPLICANT SHALL NOT BE PERMITTED TO RETAKE A MULTIPLE-CHOICE AND/OR PERFORMANCE EXAMINATION UNTIL 30 DAYS HAS ELAPSED.

Equipment for performance test: Typing tests are available in the Champaign, Chicago, Marion, Rockford and Springfield test centers.

Length of Eligibility: One year.

Options CH1 and CH2 – Chinese Speaking: At the time of the job interview, the eligible will be required to exhibit the ability to understand and speak Chinese and English fluently. Failure to exhibit this ability will result in disqualification for these options.

Options SS1 and SS2 – Spanish Speaking: At the time of the job interview, the eligible will be required to exhibit the ability to understand and speak Spanish and English fluently. Failure to exhibit this ability will result in disqualification for these options.

Counties in which Option 1 positions are established: Cook-zone 1 (CH) (SS), Cook-zone 2 (CH) (SS), Cook-zone 3 (CH) (SS), Cook-zone 4 (CH) (SS), Cook-zone 5 (CH) (SS), Kane (SS) McLean, Randolph, Sangamon (SS), Vermilion (SS), Will.

Counties in which Option 2 positions are established: Clinton, Cook-zone 1 (CH) (SS), Cook-zone 2 (CH) (SS), Cook-zone 3 (CH) (SS), Cook-zone 4 (CH) (SS), Cook-zone 5 (CH) (SS), DuPage (SS), Kane, Knox, Perry, Sangamon, Schuyler and Will.

Counties in which Option 5 positions are established: Sangamon.

(CH) Indicates Chinese Speaking Option is also established in that county.

(SS) Indicates Spanish Speaking Option is also established in that county.

Counties listed include all counties in which positions have been established, and does not represent immediate openings. This listing is based on information currently available and is subject to change.